



# Department of Public Health and Human Services

Early Childhood Services Bureau ♦ P.O. Box 202925 ♦ Helena, MT 59620-2925 ♦ fax: 406-444-2547

**Steve Bullock, Governor**

**Richard H. Opper, Director**

**14**

August 1, 2013

Dear Sponsoring Organization of Day Care Homes,

This letter is to announce that all materials for the FY 2014 Sponsor Management Plan for the Child and Adult Care Food Program are available on our website at [www.bestbeginnings.mt.gov](http://www.bestbeginnings.mt.gov). Annual updated management plans are a contract requirement. Your plan is due to the State agency by September 16, 2013. If you need additional time, please write to us to request an extension of this due date.

The Sponsor Management Plan Update Log indicates which attachments you want carried forward from the previous fiscal year, such as organizational charts, job descriptions, and personnel policies. All attachments must have the letter[s] noted in the upper right corner. If you are not submitting a page, then mark it as "Attachment Not Applicable" or place a note where the page belongs to indicate that the lack of submission is intentional.

Thank you for your service to providers in FY'13 and we wish you all the best in FY'14.

If you have any questions, please call us at 1-888-307-9333 or 406-444-4347.

Sincerely,

Mary A. Musil, Manager  
Child and Adult Care Food Program  
Early Childhood Services Bureau

cc: file